

DM-4

CONFIDENTIAL

3 December 1957

MEMORANDUM FOR: CIA Emergency Planning Officer

SUBJECT: Submission of Presidential Action Documents,
Mobilization Plan C

1. At your request I have reviewed Office of Defense Mobilization Plan C dated June 1, 1957, to express the view of the Office of General Counsel as to whether or not CIA is required to prepare at this time any Presidential Action Documents necessary to the implementation of that plan. A letter dated October 15, 1957, from the Acting Director, Office of Defense Mobilization to the heads of departments and agencies calls for the submission of any such documents by December 15, 1957.

2. In our opinion, which I understand from our telephone discussions that you share, no such documents are called for from this Agency under Mobilization Plan C.


Assistant General Counsel

Distribution:

Orig. - Addressee

- ① - OGC subject, *w/ review*
- 1 - OGC legal
- 1 - OGC Vital
- 1 - OGC chrono (247 Curie)
- 1 - OGC chrono (225 East)
- 1 - NCF chrono

AG 

(3 Dec 57)

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TRANSMITTAL SLIP		DATE
TO: OGC subject		
ROOM NO.	BUILDING	
REMARKS:		
FROM: Asst. GC		
ROOM NO.	BUILDING	EXTENSION

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EXECUTIVE SECRET OF THE PRESIDENT
OFFICE OF DEFENSE MOBILIZATION
WASHINGTON 25, D. C.

57-1014
Oct 2 1957

October 15, 1957

MEMORANDUM TO THE HEADS OF DEPARTMENTS AND AGENCIES

Subject: Submission of Presidential Action Documents --
Mobilization Plan C. *add 1 June 57*

Mobilization Plan C dated June 1, 1957, was distributed to departments and agencies on June 10, 1957. I am now requesting that agencies submit to the Office of Defense Mobilization by December 15, 1957, all Presidential Action Documents required for the implementation of that plan.

Attachment "A" provides instructions for the submission of documents and supersedes the procedures dated April 27, 1956 which were distributed to all agencies with the call for Plan D-Minus documents.

Victor E. Cooley
Victor E. Cooley
Acting Director

Attachments

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INSTRUCTIONS RE PRESIDENTIAL EMERGENCY ACTION
PAPERS IMPLEMENTING ODM MOBILIZATION PLAN C

1. Submission

Fifteen copies of each document shall be prepared by the responsible department or agency, double spaced, on approximately size 8" x 12" paper and forwarded to the Director, Plans and Programs Division, Office of Defense Mobilization. Care shall be taken to assure legibility of all copies since they will be subsequently referred by the Bureau of the Budget to other agencies for comment and clearance.

2. Cover Sheet

A uniform cover sheet shall be completed similar to the sample, Attachment "B", and appended to each copy of the document.

3. Descriptive Statement

A descriptive statement shall be prepared and attached to each copy of the document. The statement should contain such explanatory background material as will fully reveal the need for the document, its nature, significance and merits. Each statutory provision (with U.S. Code citation) involved in the document, including those relied upon and those affected, should be cited in the descriptive statement, as well as the war-time or post-war emergency precedent, if any, and any departures therefrom with explanation. Any problems, ramifications, or delicate aspects of the document, and its inter-relationship, if any, to other documents, should be reported. In general, the information in the descriptive statement should permit the making of decisions as to recommending the document to the President and as to the adoption thereof by the President.

4. Security Classification

- a. If the document contains information requiring protection in the interests of national defense, it shall be given an appropriate security classification according to the provisions of Executive Order 10501. No reference shall be made in the document to the ODM mobilization plan which the document implements, or its status, purpose or use, except as may be required in the context of the document to accomplish the purpose for which it is intended. Therefore, if a classification is required, it will be on a basis of the document's own contents, and no consideration need be given to the ODM mobilization plan which it implements or, normally, to its relationship to other documents.
- b. Similarly, the descriptive statement will be classified according to its own content. However, it may require classification when the basic document is unclassified, or a higher classification than the basic document since it may contain information as to the time of use of the document, its intended purpose, its relationship to the ODM mobilization plan or to other documents, etc.

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- c. The cover sheet will be protected by an appropriate security classification of "Confidential" or higher since it contains reference to the ODM Mobilization Plan and other pertinent information for the attention of the President. It will be classified at least as high as the most highly classified attachment thereto.
5. Review, clearance and disposition of documents
 - a. ODM will provide staff review to assure that documents adequately reflect the intent of the action steps which they implement in the mobilization plan and are otherwise consistent with the plan and with other documents. Where changes are necessary, the document may be returned to the originating agency for revision and resubmission.
 - b. After ODM review, documents will be forwarded to the Bureau of the Budget for interagency clearance and submission to the White House Office. Such of the documents as may be approved for advance distribution will be distributed by ODM to Information and Action agencies as noted in the Cover Sheet.
 6. Reproduction and distribution of copies by agencies
 - a. Agencies are not authorized to reproduce classified cover sheets or descriptive statements of documents originating in other agencies, except upon the express approval of ODM in each instance.
 - b. Classified documents will not be reproduced after their submission for clearance except as authorized by ODM. The reason for this restriction is not only to provide added security for sensitive documents but also to avoid any unnecessary distribution of documents which may be modified during the clearance process.
 - c. After clearance and White House approval, documents bearing the classification of secret or higher may not be reproduced except as authorized by ODM; documents classified confidential may be reproduced by and distributed within Action and Information agencies when such reproduction and distribution are authorized by the heads of such agencies or their duly authorized representatives except that this authorization does not extend to the reproduction and distribution of the classified cover sheets and descriptive statements accompanying such documents.

October 15, 1957

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Plan C Action No. _____
Document No. _____Description of Document

(Title, and sufficient additional descriptive matter to reveal the contents, scope, and effect of the document.)

Conditions Precedent to Execution

(e.g., engagement of U.S. military forces by a Soviet satellite; declaration of national emergency; prior execution of other document(s), or legislative action, on which this document depends; etc.)

Action Addressees

(Departments and/or agencies responsible for action when document is executed.)

Information Addressees

(Departments and/or agencies which need to know of execution of document, in order to carry on related activities.)

Actions Required of President Subsequent to Execution

(e.g., submission of legislative proposals; announcement to the people; conferences with representatives of other countries, etc.)

Attachments

(Descriptive statement and any other data necessary to facilitate understanding and use of the document.)

Classification of Document Prior to Execution _____

Classification of Document Upon Execution _____

(Classification)